

ENCLOSURE 4

Review Of Failed Technical Review Criteria

Technical Review Instructions

Technical Review Sheet

**DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT FUNDING RFA
REVIEW OF FAILED TECHNICAL REVIEW CRITERIA**

FAILED TECHNICAL REVIEW CRITERIA	COMPLIANCE LANGUAGE AND REFERENCE DOCUMENT
The application is complete. (I.e. all sections are included)	<i>B. Integration and Continuation of Increased Treatment (10 points).</i> (RFA Package) <i>C. Special Requirements and Assurances (Mandatory - No Point Value)</i> (RFA Package) <i>VI Completing and Submitting Your Application.</i> (RFA Package)
The application is responsive to the RFA	<i>. . . however, coordination and collaboration with each County's District Attorney's Office, Probation Office, Public Defenders Office, and the pertinent court system is required and must be documented.</i> (RFA Package)
The application is responsive to the RFA.	<i>Program funds are not available to support nontreatment-related staff and resources available to the drug court Costs which are not allowable include . . .</i> (RFA Package)
The application is responsive to the RFA.	<i>. . . an application may include probation officers in a case management role. However, their drug court-related case management duties must be differentiated and clearly separated from their normal duties and activities as a probation officer.</i> (Compilation of Questions and Responses)
Appropriate signatures have been obtained.	<i>. . . however, coordination and collaboration with each County's District Attorney's Office, Probation Office, Public Defenders Office, and the pertinent court system is required and must be documented.</i> (RFA Package)
Each of the ten key components of drug courts has been addressed in the description of the local drug court.	<i>Addressing how your drug court is or will implement each of the ten key components of drug courts is a minimum requirement to pass the technical review.</i> (RFA Package)
The application is within the specified space/page limits.	<i>An applicant may not "re-create" the Department's application on a computer</i> (Compilation of Questions and Responses)
All pages have a header identifying county and application.	<i>All pages have a header identifying county and application.</i> (RFA Package)
The typeset is no more than 15 characters per inch.	<i>. . . typeset will be within a range of 11 to 15 characters per inch and that each applicant must insert, using the same typeset as that used within the application, the following phrase: Typeset Measurement: Alcohol and Other Drugs on page 13 of the application</i> (Compilation of Questions and Responses)
Margins are a minimum of ½ inch in width.	<i>Margins are a minimum of ½ inch in width.</i> (RFA Package)
All pages are single sided.	<i>All pages are single sided.</i> (RFA Package)
All pages are consecutively numbered.	<i>All pages are consecutively numbered</i> (RFA Package)
All pages are consecutively numbered.	<i>If necessary you may add additional pages identified as 14a, 14b, 14c, etc.</i> (RFA Package)

• For • **TECHNICAL REVIEW** • Only •

FOR _____ COUNTY'S APPLICATION

Each application will receive a pass/fail technical review by ADP. This review will ensure that:

	PASS	FAIL
The application was received on time.	[]	[]
The application is unbound.	[]	[]
There are 4 unbound copies.	[]	[]
County Alcohol and Drug Program Office is the applicant.	[]	[]
Appropriate signatures have been obtained.	[]	[]
A signed operational agreement has been included.	[]	[]
Each of the ten key components of drug courts has been addressed in the description of the local drug court.	[]	[]
The number of new clients to be treated is included.	[]	[]
The amount of residential treatment to be created is included.	[]	[]
The amount of non-residential treatment created is included.	[]	[]
The application is within the specified space/page limits.	[]	[]
All pages have a header identifying county and application.	[]	[]
All pages are standard white 8½" x 11" paper.	[]	[]
All pages are legible and typewritten.	[]	[]
The typeset is no more than 15 characters per inch.	[]	[]
Margins are a minimum of ½ inch in width.	[]	[]
All pages are single sided.	[]	[]
All pages are consecutively numbered.	[]	[]
The application is complete.	[]	[]
The application is responsive to the RFA.	[]	[]

Comments: _____

As indicated above, the _____ County application _____
 the departmental technical review process. Passed/Failed

This application was reviewed by _____ On _____

Name

Date

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TECHNICAL REVIEW INSTRUCTIONS

As a member of the Departmental Technical Review Team for the Drug Court-Related Substance Abuse Treatment Request For Applications, you have received these instructions, a copy of the RFA, a copy of the Compilation of Questions and Responses, _____ Applications, and an adequate number of Technical Review Summary Sheets. Please read these instructions completely before you begin reviewing applications. As a team member, you are expected to complete a standardized technical review of the applications in your package by following these instructions.

- Please take a few minutes and re-read the RFA to familiarize yourself with the items you will be reviewing. Though these instructions will discuss each of these items, the context of the RFA will assist you in understanding the requirements.
- *The application was received on time.*
The applications were due to the Department by 5:00 p.m. on December 1, 1997. Each application has been stamped with the date (and time if it was received on 12/1/97) it was received by the Department.
- *The application is unbound.*
The applications are to be unbound; no binders, folders, spiral bindings, staples, etc. (rubber bands and clips are OK).
- *There are 4 unbound copies.*
There should be an original and 4 unbound copies of the application (total of 5).
- *County Alcohol and Drug Program Office is the applicant.*
On the first page of the application the County Alcohol and Drug Program Office is identified as the lead.
- *Appropriate signatures have been obtained.*
Check page #1 for "Responsible County Official" signature.
Check page #12 for "County Alcohol and Drug Program Administrator(s) and Drug Court Judge" signatures.
Check pages #14a, #14b, #14c, etc for "authorized representatives" signatures. Watch for the County District Attorney's Office, Probation Office, Public Defender's Office, and the pertinent court system; their inclusion may be the documentation of coordination and collaboration which will be verified at the end of the technical review.
- *A signed operational agreement has been included.*
Check Attachment B for an operational agreement(s). Does it provide specific information regarding the commitments by the Drug Court and other identified

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agencies? Use the Sample Operational Agreement as a guide, though applicants are not restricted to the format of the sample.

- *Each of the ten key components of drug courts has been addressed in the description of the local drug court.*

Check page #2 and #2a for reference to the following:

- 1) Drug courts integrate alcohol and other treatment services with justice system case processing.
- 2) Using a nonadversarial approach, prosecution and defense counsel promote public safety while protecting participants' rights to due process.
- 3) Eligible participants are identified early and promptly placed in the drug court program.
- 4) Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.
- 5) Abstinence is monitored by frequent alcohol and other drug testing.
- 6) A coordinated strategy governs drug court responses to participants' compliance.
- 7) Ongoing judicial interaction with each drug court participant is essential.
- 8) Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
- 9) Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.
- 10) Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court effectiveness.

- *The number of new clients to be treated is included.*

Check the bottom of page #4.

- *The amount of residential treatment to be created is included.*

Check the bottom of page #4.

- *The amount of non-residential treatment created is included.*

Check the bottom of page #4.

- *The application is within the specified space/page limits.*

Within the instructions for each section are specific space/page limitations.

Section I Please describe your proposed drug court and its treatment referral process in this space. If necessary, one additional page may be attached and identified as "Page 2a" in the upper right corner.

Section IIA On this page only, describe your specific need for the services and other resources this program's funding will provide.

Section IIB On this page only, list and explain the goals, objectives and

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- activities of your proposed project.
- Section IIC On this page only, describe your plan to accomplish the stated goals and objectives in chronological order.
- Section IIIA On this page only, describe the planned or current efforts to evaluate your drug court.
- Section IVA On this page only, describe your proposed budget for the entire 36 month period. On page 8, list all known contractors to be used and any current rate agreements.
- Section IVB On this page only, describe and justify each line item of your budget.
- Section IVC On this page only, please itemize and provide a detailed narrative of how the 25% match requirement is derived.
- Section VA In the space below, please specifically describe your method of collaboration and coordination; i.e. advisory groups, cross-cutting teams, inter-agency groups, meetings, etc.
- Section VB In the space below, please describe your general plans for the integration and continuation of the increased treatment capacity beyond the three year funding.
- Section VC The following requirements and assurances are made and agreed to by the applicant and the drug court(s) this program supports. These commitments are evidenced by the signatures of the County Alcohol and Drug Program Administrator and the Drug Court Judge.
- Attachment B Replace this page with your own Operational Agreement(s). If necessary, you may add additional pages identified as 14a, 14b, 14c, etc. However, your operational agreement(s) is limited to no more than three pages per entity/agency involved in the agreement. This attachment may not be utilized to expand your proposal; it is intended to provide detailed information regarding the level and quality of commitment within your Drug Court and its supportive systems.

As was noted within the Compilation of Questions and Responses, applicants were to use the application provided by the Department, with the exception of the "Operational Agreement(s)". The package was developed to be photocopied and then typed or printed upon. Applicants were not to "re-create" the application on a computer, therefore, each page of the application being reviewed should look exactly like the package provided to you except that text should have been added in the appropriate places and the sample "Operational Agreement" should have been replaced.

As was noted in the RFA and Compilation of Questions and Responses, applications may not be expanded through the use of additional attachments and/or appendices. Applications which exceed space/page limits through

alteration of the basic application, extra pages, attachments and/or appendices will be disqualified during the technical review.

- *All pages have a header identifying county and application.*

The basic application contained the following header:

County
Drug Court-Related Substance Abuse Treatment Application

Page 6

Each applicant should have typed in the name of their county and then duplicated the header on page #2a, #14, #14a, #14b, etc.

- *All pages are standard white 8 1/2" x 11" paper.*

Self-explanatory

- *All pages are legible and typewritten.*

Self-explanatory

- *The typeset is no more than 15 characters per inch.*

On page #13 of the application, two lines below the paragraph ending with "... application (i.e. courier break down, traffic, canceled flights, etc.)," each applicant was to insert, using the same typeset as that used within the application, the following phrase:

Typeset Measurement: Alcohol and Other Drugs

Using a reliable ruler, measure the words "Alcohol and Other Drugs". Beginning with the letter "A" count the number of characters, including spaces, contained within one (1) inch. Applications must have no more than 15 characters per inch. 16 or more characters per inch disqualifies an application. Applications which have a different typeset for the typeset measurement than they have within the rest of the application are also disqualified.

- *Margins are a minimum of 1/2 inch in width.*

Left and right margins are no less than 1/2 inch wide leaving a text width of no more than 7 1/2 inches. Because of the use of headers and footnotes in the base application, the top and bottom margins may be slightly less than 1/2 inch. Check pages #2a, #14, #14a, #14b, etc. for consistency with the base application.

- *All pages are single sided.*

Self-explanatory

- *All pages are consecutively numbered.*

Application should be numbered Page 1, Page 2, Page 2a (optional), Page 3, Page 4, Page 5, . . . Page 14, Page 14a, Page 14b, . . . and Page 15 in the upper right corner.

- *The application is complete.*

The application contains

Cover Page

Description of Local Drug Court

Project Narrative

1. Statement of Need
2. Goals and Objectives
3. Project Design

Evaluation

1. Data Collection and Progress Assessment

Project Budget

1. Line Item Budget
2. Budget Narrative
3. Matching Funds Listing and Narrative

Assurances and Certifications

1. Collaboration and Coordination
2. Integration and Continuation of Increased Treatment
3. Special Requirements and Assurances

Completing and Submitting Your Application

Attachments

- B. Operational Agreement
- C. County List By Categories

- *The application is responsive to the RFA.*

The Technical Review Team is not expected to make a qualitative review of the application. This will be done by the Review Committee. However, as the technical review is completed the reviewer may notice obvious gaps in the applicant's responses.

The reviewer is to specifically check the applicant county's placement in the Counties By Category List and then verify that the application's requested budget is within RFA limits (\$35,000, \$75,000, \$160,000, or \$200,000) and that the identified match is 25 percent of the amount of funds requested.

The reviewer is also to check for unallowable costs within the application's funding budget on page #7. Remember that many costs which can not be included within the funding budget are allowable as an in-kind match on page #10.

Finally, the reviewer is to assess that the application documents coordination and collaboration with the County District Attorney's Office, Probation Office, Public Defender's Office, and the pertinent court system.